

APPENDIX XIII

MEMORANDUM

March 22, 1965

TO: Cyril D. Tyson; Executive Director, United Community Corporation

FROM: Walter D. Chambers, Chairman, Personnel Committee

SUBJECT: Recommendations for Position of Comptroller

On March 19, 1965 the Subcommittee on Screening and Selection interviewed four candidates for the position of Comptroller in the United Community Corporation. One other person was not contacted for an interview since he lives in Indianapolis, Indiana.

Based on this interview session and the application submitted by each applicant the Subcommittee unanimously recommends the following two men listed below as being acceptable for appointment to the position of Comptroller:

Fleming Jones, Jr., 811 South 13th Street, Newark, New Jersey

Howard J. Bitz, 61 Hicks Street, Valley Stream, Long Island, New York

Additional information on Mr. Jones not included on his application is the fact that he has been assigned by the City of Newark to set up accounting procedures for the Neighborhood Youth Corps under Dr. Flagg. He is also a member of the Public Accountant's Association of New Jersey and the National Public Accountant's Association.

I am returning their applications and resumes in the folder which you forwarded to the Subcommittee. The other applications are also returned.

There was one other candidate for the Comptroller's position who impressed the members of the Subcommittee with his background and experience. This man told us that he prefers a more general administrative position than that of Comptroller. It was the consensus of the Subcommittee that he might be considered for some other administrative job. This candidate is

Raymond E. Rath, 145 Charlotte Terrace, Roselle Park, New Jersey

We also interviewed three applicants for the position of Personnel Director -- not one of these applicants was acceptable or available. However, two of the candidates might be considered for other staff positions.

At the beginning of his interview Melvin L. Berger, 13 Sunset Avenue, Bayonne, admitted that he was not qualified for the job of Personnel Director but would be interested in a lesser position. Members of the Subcommittee were impressed with his honesty and qualifications.

George B. Warren, Jr., 16 Nishuane Road, Montclair, New Jersey was most impressive but will not be available for employment until July 1, 1965 because of a present commitment. Mr. Warren might be considered for an opening at that time.

Not having had any success in getting a Personnel Director from the first three interviews it is obvious that we need to secure more applicants. On this point of recruitment, it was the consensus of the Subcommittee on Screening and Selection that we need to get more applicants for each position, especially from residents of Newark.

Interviewing will continue on March 23 for the positions of Employment Director and Education Director. Other recommendations will be forwarded to you as soon as possible.

Walter D. Chambers